

2 FEB 1984

MEMORANDUM FOR: Chief, Foreign Networks Division, OC  
Chief, Domestic Networks Division, OC  
Chief, Engineering Division, OC  
Chief, Administrative Management Division, OC  
Chief, Communications Security Division, OC

FROM: Joint OC/OL Survey Committee

SUBJECT: OC/OL Support Mechanism - Intra and Inter Office  
Functionary Relationship and Organization

1. The Directors of Communications and Logistics have commissioned a committee of two to study logistics support to the Office of Communications; its organization; effectiveness and responsiveness to existing and future OC requirements. Of particular interest are the following subjects and issues for which your individual perspectives, thoughts, and experiences are solicited. The committee's goal is to complete this initial tasking by 17 February 1984. Review returns, complete interviews and present its findings and recommendations by 2 March 1984. Specifically,

A. Does the decentralized logistics organization within OC support your requirements in a timely manner? What are its principle areas of strengths? Weaknesses?

B. In planning existing and future logistics support requirements, what elements of the logistics organization does your division interact with for space?, material?, services support?

C. Is the existing OC logistics support process satisfactory? How could it be enhanced to better meet your logistics requirements?

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D. When your division has a requirement for logistics support, how/where does your division initiate the process to obtain this support? (Please explain all steps).

E. Are the logistics support elements assigned to your division adequately staffed?

F. In view of RECAP and other OC expansions initiatives that have taken place or are presently planned in the near term, is there a need to modernize the methodologies used in providing logistics support to the Office of Communications and these programs? If so, how?

25X1 G. In terms of inventory, transportation services, and storage requirements, does the Office of Logistics' primary support your requirements satisfactorily? Can this support be improved; if so, in what specific areas? How?

H. Space Planning - How do you satisfy office and warehouse space requirements? What organizational elements in OC support these taskings?

I. What functional areas of the Office of Logistics are most responsive to your requirements; least responsive? What initiatives would you recommend to improve responsiveness?

J. Should OC centralize its logical support structure? If so, where should it be located organizationally.

K. From your perspective, is there a requirement to establish an Office of Logistics' Decentralized Contracting Team within the Office of Communications? Please elaborate.

L. Are communications channels between operating elements of the Office of Logistics and the Office of Communications well established? Please elaborate on strengths and weaknesses.

2. FIRST, please answer the above questions as they presently apply to your division's activities. SECOND, provide elaboration from the Office perspective as to how you would like to see such support provided in the future. Do not restrict these responses to your division's existing functions or present efforts.

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25X1 3. Please complete your responses and have them returned to  
25X1 the OC/OL Study Committee by 17 February 1984. They should be  
addressed to [redacted]

25X1 [redacted] Any questions regarding this request can be directed to  
25X1 either of the above named individuals on green line extensions  
[redacted] respectively. Thank you.

// OC/OL Survey Committee

cc: D/L  
D/OC

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(1 Feb 84)